



Segments

Modify segments of a scheduled offering, assign resources to a segment, and record attendance for a segment.



Segments: Resources Assigned to Segments

A segment is a block of time within a scheduled offering primarily used for resource allocation. If a user is registered in a scheduled offering, he or she is registered in all segments. Segments contain any applicable resources (e.g., locations, equipment, and instructors) needed for the specified timeframe. Resource assignment to a segment is optional, but each scheduled offering must have at least one segment.

Admin Tools > Learning > Learning Administration
> Learning > Segments

1 Assigning Locations

When you identify the training location, you can assign it to the segments within a scheduled offering. SuccessFactors Learning allows you to search the database for locations that match the type of location the item creator designated.

2 Assigning Instructors

Once the instructor is identified, he/she can be assigned to the segments within a scheduled offering. When searching for instructors, SuccessFactors Learning returns all instructors in the search results. The search results include a column that displays the resource availability, which can help when determining the segment resource allocation.

3 Assigning Equipment

Equipment is any reusable resource that is used in the delivery of scheduled offerings. These include overhead projectors, television monitors, classroom laptops, etc. Equipment can be associated with locations and facilities. You may schedule equipment that does not come with the location that has been scheduled.

The screenshot shows the 'Edit Segment' dialog box in the SuccessFactors Learning Administration interface. The dialog box has the following fields and sections:

- *Required**
- *Start Date:** 10/9/2013
- *End Date:** 10/9/2013
- *Start Time:** 1000
- *End Time:** 1200
- *Time Zone:** America/New_York
- Description:**
- Resources:** A section with buttons for **Add Location**, **Add Instructor**, **Add Equipment**, and **Add Custom Resource**. Below these buttons is a table with columns for **Type & Location**, **Primary**, and **Remove**.

The background shows the Learning Administration menu and search results for 'ESA Microsoft Excel'.

Spotlight: Record Attendance

For any segment of the scheduled offering you can record a user's attendance by clicking the **Attendance** link in the Actions column for any segment of the scheduled offering. If the scheduled offering has multiple segments, you can copy the attendance record and any comments for all users from the current segment to all segments that start on the same day.

The screenshot shows the 'Record Attendance' interface. It has a table with the following columns:

- User ID**
- User Name**
- Attendance**

Below the table is a button labeled **Apply Changes**.